

Section 9.6 FUNCTIONS MENU

TKU Processing

Release Tab

Purpose	This section provides the procedures to release time for a specific TKU by using the Release tab. The Release of a TKU must be done by someone other than the person who entered, audited and/or certified data collection information. This function may be authorized at the TKU level, however, it typically is done at the personnel office level.
Tabs	Release
	<ol style="list-style-type: none">1. The Release tab is accessed through the Functions, <u>TKU</u> Processing items from the menu bar.2. The release option is available <i>on day 10 of the <u>processing</u> pay period and days 1 and 2 of the <u>next</u> pay period</i>. However, in pay periods where there is a holiday, Management and Budget will often modify payroll calculation schedules and there may not be four days available for processing.3. A TKU cannot be released if there are missing timesheets. A pop-up message will appear notifying the user that the TKU has missing timesheets. Refer to the Missing tab procedures to generate a timesheet.4. To view an employee's timesheet that may have been saved, but not submitted, go to the Data Collection window or Data Collection Inquiry. If a timesheet has been saved, a 'Y' displays in the TA field on the Selection List window. Click the Time tab to view the employee's timesheet.5. Modifications to a timesheet may be made after it is released, if the user has the authority. However, if the timesheet has been processed, changes must be done through the adjustment process and would be reflected in a future pay period.6. If a timesheet has not been certified, a warning will display requesting the user to click Yes to release a TKU that has not been certified or No to cancel the release function.
References	<i>No Specific References</i>

Release Tab

The following window is displayed when the selection criteria information has been entered and the Release tab is selected. The fields displayed and the steps to release a TKU are described on the following page.

The screenshot shows a software window titled "DCDS 03.03.01" with a menu bar (File, Edit, Options, Functions, Params, Reports, Window, Help) and a toolbar. The main area is titled "TKU Processing" and contains several tabs: Selection, TKU Review, TA Summ., Missing, Warnings, Release (selected), Emp Dtl, and Emp Info. Below the tabs, the following information is displayed: Dept: 59, Agy: 01, TKU: 001, PP End Dt: 07/21/01. A "Selection List for Release" table is shown with the following data:

Dept	Agy	TKU	Audited	Certified	Released
59	01	001		08/07/2001 11:52	
				T_HRMND99	

At the bottom of the window, there are buttons for "<=", ">=", "Release All TKU", "Release TKU", "Modify", and "Close". The status bar at the bottom left indicates "Ready".

**DCDS Input Procedures
Release Tab**

The following information is displayed:

Field Name	Description
Dept/Agy/TKU	The department, agency and Timekeeping Unit (TKU) to be released.
Audited	The date, time and identification of personnel who audited the TKU.
Certified	Date, time and identification of personnel who certified the TKU.
Released	Date, time and identification of personnel who released the TKU.

Follow the steps below to release a TKU.

Step	Action
1	Highlight the TKU(s) to be released in the Selection List for Release window. It is not necessary to highlight, if releasing all TKU(s).
2	Click on the Release TKU button to release those TKU(s) highlighted Or Click on the Release All TKU button to release all TKU's displayed in the Selection List for Release window. Note: Once a TKU is released, the date, time and identification of personnel who released it will display on the Selection tab, Selection List window.
3	Click the Close button to close the window or if displaying additional TKU processing data, click on the appropriate tab.